

DHHS Criminal Record Check Unit
2007 General Information For Providers
(PLEASE POST FOR REFERENCE)

- **Unit Contact Information**
 - Mailing address: DHHS Criminal Record Check Unit/DCD
2201 Mail Service Center
Raleigh, NC 27699-2201
 - Unit phone number: (919)773-2856 or (800)859-0829 (in state only)
 - Unit email address: DHHS.CRC.UNIT@ncmail.net
 - Division website: www.ncchildcare.net
- **New applicants** or applicants that were **qualified over a year ago** at a previous facility must submit:
 1. Current local history (less than 90 days old)
 2. Completed fingerprint card (Applicant FD258)
 3. DCD 0050-Rev 2004 form (blue bubble sheet)
- Applicants **qualified less than one year ago** at a previous facility must submit:
 1. Current local history (less than 90 days old)
 2. DCD 0050-Rev 2004 form (blue bubble sheet)
- **NOTE:** Child Care Provider Mandatory Criminal History Check Form (DCD-0049) is **NOT** to be mailed to the Unit. It is required to be maintained in the employee's personnel file **ONLY**.
- All employees must submit the required **completed** CRC forms (see above) to their employer **no later than 5 business days after being hired** and the employer has 3 additional business days to submit the required **completed** CRC forms to the CRC Unit.
- Paperwork is **most often returned** because:
 1. Not all the required paperwork is submitted.
 2. Local history is outdated (older than 90 days), is from the wrong county (must be from county of **residence**, not the county of employment) or has been altered in some way (name, date of search, etc).
 3. Legal name of the applicant is not written/signed **exactly** the same on all 3 pieces of paperwork. **DO NOT USE nicknames or middle names as first names** when submitting CRC paperwork. If a name is **hyphenated**, it must be hyphenated on all 3 pieces of paperwork.
 4. The authority for release on back of the bubble sheet is not signed.
 5. The bubble sheet is folded, torn or mutilated in some way (these forms are scanned).
 6. The bubble sheet doesn't have all boxes completed & shaded in.
 7. White-out was used on the fingerprint card to alter information or the wrong type of card was sent.
- **Fingerprint cards** can be obtained from your local law enforcement agency and only **one card** is required to be submitted regardless of how long an applicant has lived in NC. Fingerprint impressions must be rolled by a trained professional or the prints may be rejected by the SBI and/or FBI.
- **A Division of Child Development issued ID#** (usually 8 digits) is required to process criminal record check paperwork. The only exception is for new **family child care home owners**. All applicants employed by or who own a center or any employees or household members of family child care homes must have an ID# on their CRC paperwork or it will be returned unprocessed.
- An applicant may be **disqualified** "if the child care provider has been convicted of a crime, including, but not limited to, those specified in GS 110-90.2" {10 NCAC 09 .2702(a)}. This includes any county, state and federal convictions or **pending** indictments.